



Castle Acre Parish Council

Clerk: Ms Amy Hart, 9 Orchard Lane, Castle Acre, Norfolk, PE32 2BE
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Minutes of Parish Council Meeting business conducted at Castle Acre village hall on 13th July 2023 at 7.30pm.

Present: Cllr Laurie Fisher- Chairman, Cllr Tim Hubbard, Cllr Liam Manson, Cllr Sheila Moister.

In attendance: 2 members of the public

39. Apologies: The Council accepted apologies from Cllr Neil Patrick- Vice Chairman, Cllr Sean Allen, Cllr Jim Moriarty & Cllr Alistair Beales.

40. Minutes of the PC meeting 8th June 2023.

Items to be corrected:

- Item 29 insert 'with' the resident
- Para 31 remove 'm' from 'concern' and replace with 'n'

Cllr Moister proposed, Cllr Manson seconded, all Cllrs approved the minutes following the corrections.

41. Health & Safety

Tree Report Cllr Hubbard reported:

- A resident has reported concern regarding overhanging trees on East Green. Cllr Hubbard to progress with Holkham.
- Cllr Hubbard queried who had been carefully severing the creeping ivy on trees along South Acre Road and Priory Road. The PC would like to know if this was UK Power Networks, Holkham Estate, TTSR or a resident.
- Cllr Hubbard reported that the donation of a memorial tree to the late Queen Elizabeth II is being progressed. He has met with the resident to discuss further.

46. James Ingham from the UPP broadband company made a brief presentation to the meeting. UPP is an independent business, which provides high-capacity broadband in rural areas (mainly in Norfolk & Lincolnshire) which are not currently well served by the BT network. UPP provides fibre connectivity direct to resident's homes which does not rely on the existing network. It utilises the existing underground conduits and telegraph poles to route its cables. Contractors will be assessing Castle Acre's infrastructure in the coming months. Residents can sign up on a postcode checker on the UPP website if interested. UPP has also sponsored Festival Too, Run Norwich and other local events.

42. Declarations of Interest

N/A.

43. Planning

Ref: 23/00521/F – Hill Rise Bailey Street, Castle Acre - 20/06/2023

- Single story rear extension – amended details.

Councillors discussed the amended plans at length. The revised plan has incorporated a pitched rather than a flat roof which significantly increases the height and apparent 'overall mass' of the proposal, its visual impact and blocking of views. The reduction in the amount of glass and increased use of flint were

felt to be more sympathetic to the street scene. The Parish Council also noted comments from a parishioner made on the planning portal concerning historic rights of way at the proposed site and that one of the proposed extension walls was on the property boundary. Both issues need to be addressed in the planning process.

Due to the increase in height and visual impact of the application the Council voted unanimously to Object to the application.

Ref 23/00756/F – Holkham car park, Priory Road, Castle Acre – 26/06/2023

- In response to updated location/scale maps the application is now complete and due to be determined by 21st August 2023. Comments to be lodged by 1st August.

Councillors discussed the plan and objections raised by NCC Highways and residents. Councillors all agreed that Castle Acre needs a visitor car park. The Chairman felt that the road safety concerns raised by NCC highways made this proposal unsupportable. Cllr Moister felt strongly that the Parish Council should continue to support the recommendations of the Neighbourhood plan. Concerns over location and potential environmental impact were also discussed at length. A query was raised as to why the Parish Council, as the applicant, had been asked to comment. In light of this, and that an additional meeting was required to address a different planning application, the Chairman closed the discussions until the next planning meeting. The Clerk was asked to get clarification from the Borough Council if we were required to comment on our own application.

44. Updates on actions required from previous meetings:

40b 2023. Visitor Car Park - Planning application for visitor car park off Priory Road.

- Planning application submitted for approval. NCC had previously requested an accurate scale plan of the site and both 12:000 & 15:000 plans have been submitted via specialist map web service UK Planning Maps.

45 2022. South Acre Rd ford TRO-update

- WLMA have indicated that they are not planning any further repairs until the NCC makes a decision on the TRO. Still awaiting NCC decision.

97 2022. Resident request remove/reduce streetlight on Pales Green - update

- The PC's contractor K & M visited the site and painted the shield to reduce the glare on 06/06/2023.

103 2022. Local Plan – examination update

- The plan has been re-prioritised and will not be finalised till next year following a change of inspectors.

8a. Ran Revir- update

- The Clerk passed concerns raised at the last meeting to the BKLWN planning team. The issues raised have been examined and closed. Item 8a closed until a further planning application relating to the property is submitted.

11a. CA church grounds- update

The grass cutting schedule is being reviewed by the PCC and contractor, and the PCC will continue investigating ways in which they can improve on the current condition of the Churchyard. Castle Acre PC will be kept informed of their progress.

45. Matters requested by Councillors:

- Cllr Manson has requested potholes be reported at 2 locations on Bailey Street, these have been reported Highways and subsequently marked up for repair.

- 1a/b) Cllr Hubbard reported the loose chippings sign on Newton Rd for removal did not meet 'Highways criteria' for removal. Street signs across Castle Acre are dirty, Highways notified, and they are due to be cleaned.
- b) Clerk received a request from NCC Cllr Jim Moriarty to investigate the provision of a reliable water supply to the allotments. Clerk inspected the site & reported on issues faced by allotment holders. Clerk investigated both rainwater and mains supply options. Clerk will pursue as directed.
- c) Annual Governance and Accountability Return 2022-2023 report sent to SBA and CA website on 22/06/2023, SBA have confirmed receipt and AGAR is now live on CA website.
- d) Castle Acre PC website - all Cllr/Clerk and financial changes have been confirmed and updated for the annual update.
- e) Clerk confirmed that the TTSR contract included clearing the alleyway leading to St James's Green. This has since been cleared in June following the PC's request.
- f) Repair work to Castle Acre sign, request from Cllr Laurie Fisher – Clerk has investigated options for repair or replacement to the historic Harry Carter village sign. Fiona Davies kindly conducted a full review of the current state of the sign. She advised that the sign is beyond repair due to rot. The marine ply used in the construction has delaminated, particularly around the top left-hand side. A review of a quote from 'The Village Sign People' from 2020 and the current quote from Fiona Davies are greater than current PC budget could meet.
- The PC will have to raise funds for a replacement sign in either wood, metal or fiberglass. Consideration for the display of the old Harry Carter sign would have to be made.
- g) Reimbursement of Morways, invoice no. 3494 £792 (VAT £132) for prepayment of bricks by Sally Hubbard for Non-Conformist Burial Ground pillar. Clerk to refund asap.
- h) A Parishioner has reported antisocial behaviour by a group of youngsters occurring in the village and shop on 30/7/23. Clerk has reported to community police liaison officer on 5/8/23 to request an increase of police presence in the village. Police have confirmed an increase of their regular checks and patrols. Clerk has received an ASB form for any local resident or business owner who would like to report ASB in future – if needed, please contact Clerk for form.

46. Correspondence

- a) Non-Conformist Burial Ground – Following agreement and approvals the Ash tree is due for removal in mid-August. Cllr Hubbard confirmed that specialist bricks have been sourced to build the left hand, sister-pillar; building work is due to be carried out in early September, temporary Heras fencing will be installed.
- b) Allotment plot 2, Clerk notified on 7/6/23 that the previous tenant had vacated the plot in March. Clerk requested the exact date of vacation and re-sent allotment T&C's – Clerk has examined the plot, which is extremely overgrown, and with help, is clearing. CAPC thanked the clerk for her work.
- c) South Acre Ford – resident reports further damage – there has been concern that the flint from the riverbank repair has been eroded into the river. Clerk reported to the Council and raised with Water Management Alliance (WLMA) & Police Liaison.
- d) UPP – email from community liaison manager re: fibre broadband for Castle Acre 4/7/23. James Ingham asked to attend the CAPC meeting on 13/7/23.
- e) Resident reported the public bin collection was not made on Friday 30 June. Clerk informed Waste Management at BCKLWN and they made an additional collection.
- f) Resident request potential match funding from PC CIL for upgrades to CA Bowls Club a) Toilet block refurbishment match funding b) green lawn edging match funding 5/8/23 – the PC discussed the request for 5% match funding of the extension, were unable to offer help, but have decided that it was reasonable to offer a lower amount to assist in the application process.

47. Reports

Highways

- Tall vegetation (Cow Parsley) in sightlines is a danger at Newton Road and 1065 Junction (looking south) has been reported by the Clerk. Confirmed as defect ref: ENQ900234232 on 05/06/2023. This has been remedied by Highways on 09/06/2023.
- Clerk has chased all open tickets, emphasising the risk to drivers. Deep potholes on Massingham Road have been filled. Marking-up of further defects in Back Lane, Archer Lane & Newton Road has taken place.

Village Hall – Helen Breach, Chair of CA Village Hall Committee, reported the fitting of a new kitchen is due to start at the end of July. The Committee is planning to replace the current heaters with more efficient units and to improve the hall acoustics. There will be an open day in September to showcase the work the Village Hall Committee have made with the help of the Jubilee Fund, which will be open to all members of the public.

Unfortunately, there have recently been a couple of petty thefts at the hall, ranging from a mirror in the ladies' toilets to black bin liners.

School - A full report has been kindly provided by Exec Head Mrs Neary to the CAPC, detailing school numbers, progress, activities and strengths. Report available on request to the Clerk.

CAPFA – Cllr Fisher discussed the following items: CAPFA is currently appointing a contractor for the new Multi Use Games Area (MUGA) court and has shortlisted one from the five initial contenders. Work is planned to commence in September.

BCKLWN (BC) – Cllr Beales will provide a full report to the council in September.

Norfolk County Council (NCC) – Cllr Moriarty reported the following items: A scheme has been put forward for the 24/25 programme to alleviate flooding issues in Foxes Meadow. No further updates to South Acre Ford closure plans. Cllr Moriarty has noted that Highways have placed a strong objection to plans for the Priory Road, Castle Acre car park. He also wished to make residents aware of a new initiative to make Norfolk a 'Good Journey County', this scheme incentivises visitors to enjoy 'car free' visits to a range of Norfolk attractions. www.travelnorfolk.co.uk/good-journey/

48. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
SSE March 2023 Street lighting invoice: 201906575 0002/0003 56190849 0001/0002/0003	£97.40 (VAT £4.62) direct debit by July 6th	
Clerk Salary May 2023	£328.80	
Invoice MW-0966807 re: UK Planning Maps site plan. Priory Rd.	£29.40 (VAT £4.90)	
Alistair J Chadwick – Burial Ground left hand pier.	900 (labour) £288.00 (materials) Total: £1188.00	£1188.00

Greenman Woodlands - Ash tree & stump removal	£375 (inc VAT)	£375
Morways Developments: Bricks Non-Conformist Burial Ground.	£792 (VAT £132) Total: £792	£792

-Cllr Moister proposed the approval of the accounts, seconded by Cllr Manson. All agreed.

49. Village Maintenance.

- Cllr Allen reminded that he had previously agreed to erect the new parking bay sign on St James Green.
- Cllr Hubbard will assist the Clerk in organising a cutting programme for the hedge along western boundary of the allotments.

50. Public questions.

- A resident raised concern about a recent near miss they had whilst driving in Priory Road, with a child in the middle of the road.

The meeting closed at 9:30pm

An extraordinary meeting has been called for **Thursday 20th July 2023** and the next full Parish Council meeting is scheduled for **Thursday 14th September 2023** at 7:30pm, both at the village hall.